

# JESUS COLLEGE GUEST NIGHTS: FORM AND FUNCTION

There are **THREE** different types of guest night:

- **Wednesdays week 1**

This is set aside for Jesus Fellows and Lecturers only, with no external guests. It begins at 6.30pm in the Lower SCR, with gowns, when there are drinks to celebrate Fellows' and Lecturers' academic achievements. Those who wish to share their success on this occasion will have responded to an email from the Principal's PA asking for achievements to be notified, and the Principal will ask each person briefly to inform the assembled company about them. Pre-drinks are provided by the College. At 7.15pm dinner is called, as for a usual guest night. To attend please sign up by 2 pm on Tuesday for the Wednesday night.

- **Wednesdays weeks 2 - 8**

You are welcome to bring one guest, who should typically be a 'professional' colleague, but might be a friend or acquaintance. It is not appropriate to invite a family member such as a spouse or partner. Please speak to the Steward of the SCR if you would like to bring more than one guest to dinner. You should sign up yourself and your guest as usual. If you and your guest would like to take dessert please ensure this is indicated when you sign up. Please note that on Wednesday of **week 7** you may bring up to three guests, including a spouse or a partner. To attend please sign up by 2 pm on Tuesday for the Wednesday night.

- **Fridays weeks 1 - 8**

You are welcome to bring up to three guests, who may be professional (Domus) guests, friends or any family such as spouse or partner. You should sign up yourself and your guest(s) as usual. Please note that there is no guest night Friday of week 8 in Trinity Term, due to examinations, and on the nights of Shakespeare Project performances. To attend please sign up by 2 pm on Thursday for the Friday night.

## How a typical guest night works

From just before 7pm – 7.15 pm	Pre-drinks. Wine, sherry, soft drink – sign your name and number of drinks taken on the slips of paper on the central table, so they can be charged to battels. If you are not attending pre-dinner drinks, please arrive by 7.10pm.	Lower SCR, staircase X
7.15 pm	Walk over to Hall: the person presiding and his/her guest lead the way, followed by those with guests, and lastly those with no guests.	Lower SCR to Hall
	Stand behind a seat at High Table, or, if there are too many for High Table, the lower table on the left nearest High Table is also used. There is not usually a seating plan for Wednesday nights but there is for Friday nights.	Hall
	Grace – either long Latin grace read by a student scholar, or a short Latin grace said by the person presiding. After grace, take your seat.	Hall
	Four courses are served. If you do not wish to take wine, you may turn your wine glass over. The cost of the wine is divided between those taking it.	Hall
Around 8.30pm	The presiding Fellow will rap the gavel. Stand whilst a brief concluding grace in Latin is said.	Hall
	The presiding Fellow will file out of Hall first. Please note: napkins are kept with you if you are taking dessert.	Hall

	OPTION ONE – DESSERT. Wait to be seated by the Steward of the SCR or the presiding Fellow – they will have a seating plan which separates guests and hosts so there are fresh conversational opportunities. The port etc. will be passed (to the left) round the room two or three times. The fruit, nuts, chocolate, snuff etc. are also passed round. Soft drinks are available on the sideboard.	Peter North Room or Mansell Room
9.45pm – 10.30pm	After dessert, the presiding Fellow will announce that coffee and further drinks are available in the Upper SCR. You may continue to this stage, or leave, as you wish. Any drinks apart from coffee are signed for on slips of paper on the central table.	Upper SCR
8.30pm -	OPTION TWO – if you have chosen not to sign up for dessert, you may take your guests to the Lower SCR where there will be coffee and tea available	Lower SCR

Staff will be on hand throughout the evening to assist you should you have any queries.

### **Gowns/dress code**

- gowns are worn for drinks and dinner in Hall by Jesus SCR members only (not required for guests)
- gowns are discarded for dessert and coffee and left in the hallway outside the Peter North Room or Mansell Room.
- dress code is a lounge suit or 'smart casual' and never black tie on these occasions

### **No guest?**

You are very welcome to attend a guest night, even if you have no guest.

### **Booking**

- To sign up for meals click on 'Hall Sign up and Online Payment' on this intranet page: <http://intranet.jesus.ox.ac.uk/online-services.aspx> (first option under 'Domestic & Accommodation Services').
- Once you have logged in you will be directed to 'Jesus College Meal Booking and Battels Payments'. Click 'Continue' to book a meal.
- Use the drop-down list on the left to choose Lunch or Dinner.
- Click 'Book', use the drop-down list to choose the meal you require, and add any special dietary requirements before completing the booking.
- The procedure for booking a guest is very similar but please ensure that you provide your guest's name, and indicate whether they are a Domus guest or a Paying guest under 'Guest Account'. Where the guest is an academic or other professional one and the reason for inviting that guest is a direct professional one (as to which, see the asterisked note to the document "Senior Common Room Meals in College"), the guest is properly a Domus guest. It can be a matter of judgment as to whether the guest is considered to come under the Domus category, though the Steward of SCR would be happy to advise in cases of uncertainty.

### **Paying**

Fellows' and lecturers' main meals are free. The meals of Domus Wednesday guests are also free of charge, but you will be charged for partners or friends on the Wednesday in 7<sup>th</sup> week and you will also be charged for Friday guests' meals. There is a presumption that the Wednesday evening guest is a Domus guest (see above) and if it is judged that the colleague should dine at the

College's expense, select the Domus Guest option under 'Guest Account' on the on-line sign up system.

If you and your guest(s) have any of the following, they will be charged to your battels, whether or not the Domus entry has been made in the booking: pre-dinner drinks, wine with meal, dessert (food), dessert (drinks), post-dinner drinks except coffee/tea.

### **Special dietary requirements**

It is very important that the Catering team and Butlers are aware of all dietary requirements for you and your guests. If your particular requirements are not listed in the 'Special Dietary Requirements' section of the online booking form, please ensure that you note them in the 'Additional Diet Information' box below.

### **Further queries?**

We want everyone to enjoy these occasions, so if you have any queries do ask the Steward of SCR (Prof Philip Burrows) [philip.burrows@physics.ox.ac.uk](mailto:philip.burrows@physics.ox.ac.uk) or the DACC (Angela Unsworth) [angela.unsworth@jesus.ox.ac.uk](mailto:angela.unsworth@jesus.ox.ac.uk) (01865 (2)79714).